

# Region One ESC

## Federal or State Grant/Contract Application Checklist

Program Manager: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Professional Assistant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Note: Please read and initial acknowledging the understanding of the duties and responsibilities of a Program Manager as they relate to applying for a Grant and/or establishing a Contract with a Federal or State Agency. This list is not all inclusive as additional duties/responsibilities may be assigned or may be applicable to the specific grant/contract.*

- \_\_\_\_\_ *The Program Manager, assigned, is the Center's representative/contact responsible for assuring the Grant/Contract application is properly and timely submitted.*
- \_\_\_\_\_ *The Program Manager is responsible for obtaining all necessary information provided in the application and how it will be administered once approved.*
- \_\_\_\_\_ *The grant budget must be based on the proposed activities planned and described in the grant application. The Program Manager must know the intent of the Federal program and the activities that are allowable to be conducted with grant funds.*
- \_\_\_\_\_ *The Decision to prepare and submit a Grant/Contract application must be based upon alignment with the Center's Goals and Objectives, compatible with other initiatives and have an acceptable cost/benefit analysis.*
- \_\_\_\_\_ *The Program Manager assigned to the grant/contract is responsible and held accountable for knowing the program requirements, fiscal requirements, and reporting requirements. In addition to the policies and procedures outlined in the ESC's Federal Grant Policies and Procedures Manual. The program manager may be required to develop additional policies and procedures in order to comply with the specific requirements that may apply to a particular grant/contract. Any such additional policies and procedures must be used in conjunction with the policies and procedures outlined in the ESC's Federal Grant Policies and Procedures Manual.*
- \_\_\_\_\_ *Once approved Grant/Contract funds will be obligated, expended, and accounted for in an environment based on ethical principles and sound business practices.*
- \_\_\_\_\_ *The Program Manager understands that failure to comply with applicable statutes, regulations, rules, and guidelines or to implement the grant program in accordance with the approved application could result in the Center being identified as a high-risk grantee and having corrective actions or additional sanctions imposed by TEA or other awarding agency; the repayment of Federal dollars as a result of monitoring or audit findings; or termination of the grant. Refer to TEA's [Corrective Actions Related to Federal Grants](#) for more information related to potential actions for noncompliance.*

The following is a checklist of necessary information that must be reviewed and evaluated during the process of completing a Federal or State Grant/Contract Application: *(Check if complete, and attach supporting documentation)*

- \_\_\_\_\_ Awarding Entity/Agency – \_\_\_\_\_
- \_\_\_\_\_ Is this a Grant or a Contract? \_\_\_\_\_ Application due date? \_\_\_\_\_
- \_\_\_\_\_ If any specific access for completing the application is necessary, has it been requested? *(Such as eGrants access for TEA Grant submissions)* Yes \_\_\_\_\_ Date \_\_\_\_\_ or N/A \_\_\_\_\_
- \_\_\_\_\_ Are there any specific Program requirements that require special coordination with other ESC programs/departments? Yes \_\_\_\_\_ No \_\_\_\_\_ *If yes, explain how these have been met.*  
\_\_\_\_\_
- \_\_\_\_\_ Have all applicable Provisions and Assurances, been reviewed?

All employees who deal with Federal funds must carefully review and be familiar with all as applicable:

- *General Provisions and Assurances*: Required for every TEA grant agreement
- *Debarment and Suspension*: Required for all Federal grants, regardless of dollar amount
- *Lobbying Certification*: Required for all Federal grants greater than \$100,000
- *No Child Left Behind Act of 2001*: Required for all programs funded under the Elementary and Secondary Education Act of 1965, as amended by Public Law 107-110, No Child Left Behind Act of 2001
- Program managers should carefully review all contents of the RFA package *prior to planning and developing a grant application* to ensure all requirements are met and the application is completed correctly. Some applications require advance coordination among Center staff and/or among other entities such as local businesses, community organizations, or institutions of higher education.

\_\_\_\_ Have ESC costs been considered/entered on the application and have all necessary communications for estimates occurred? (*Examples: Building Use Fees, Technology Fees, Indirect Cost and other applicable costs.*) Yes \_\_\_\_ No \_\_\_\_ *If no, provide explanation on space provided.*

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\_\_\_\_ Does the Application require any ***matching of funds*** or other ***sustainability requirements***?

Yes \_\_\_\_ No \_\_\_\_

*If yes, any such commitments must be discussed with the Program Manager's Deputy Director who will discuss with Deputy Director for Business Operations and Finance Support prior to proceeding with the application.*

\_\_\_\_ Applications for Grants/Contracts must be submitted to the Deputy Director for Business Operations and Finance Support (or designee) for review prior to submittal to the Executive Director. How many days before the due date will the application be submitted to the Deputy Director for Business Operation and Finance Support? \_\_\_\_ days.

\_\_\_\_ Program directors do not have the authority to sign a grant/contract application. The Executive Director is the authorized official for the Center. Has sufficient time been planned to obtain the required review and signature from the Center's Executive Director? How many days before the due date will the application be submitted to the Executive Director? \_\_\_\_ days.

\_\_\_\_\_

Signature of Program Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Program Manager's Deputy Director

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Deputy Director for Business Operations and Finance Support

\_\_\_\_\_

Date

***Note: Route completed checklist to Business Office Accountant.***